





**TO:** State Workforce Innovation Council Chairperson  
Marion County Workforce Investment Board Chairperson & Director  
Regional Workforce Board Chairpersons  
Regional Operators  
Directors of Operations for Northern and Southern Indiana  
All DWD WorkOne Managers and DWD Administrative Office Supervisors  
All Indiana Department of Workforce Development Grant and Contract Recipients

**FROM:** Teresa L. Voors   
Commissioner, Indiana Department of Workforce Development

**THROUGH:** Dustin D. Stohler   
Deputy Commissioner, Legal Affairs and Administration

**DATE:** January 28, 2008

**SUBJECT:** DWD Policy 2007-21  
Property Management/Surplus Property Policy

#### **Purpose**

To publish policy and guidelines regarding management and surplus of all Indiana Department of Workforce Development (DWD) property

#### **Rescission**

DWD Policy 2004-11, dated October 1, 2004

#### **Contents**

This policy is based upon the requirements of the appropriate Federal funding agency (e.g., U. S. Department of Labor or Department of Education), Capital Asset Policy of the State of Indiana, and Department of Administration's Procedure for Surplus of State-Owned Property. The policy includes the Indiana Department of Administration's guidelines to surplus computer equipment.

These guidelines apply to the management and surplus of all property purchased with DWD funds.

1. The following provisions apply to the acquisition of all property:

**Real Property** - Requests to purchase real property, which includes land, building and improvements to buildings and structures, must be directed to the Chief Financial Officer of the Indiana Department of Workforce Development.

**Personal Property** – In some cases, prior approval from DWD to purchase personal property is required. Personal property is any type of property except for real property. Refer to DWD Policy 2007-15, Procurement and Prior Approval Policy for Federally Funded Grantees, for further instructions.

Title to all property, real and personal, upon purchase and receipt, remains vested with the State of Indiana (DWD) or the appropriate Federal funding agency. Title to all personal property acquired as the result of a lease/purchase agreement and resulting in ownership is also vested with the State of Indiana (DWD) and will be included in Encompass, the State financial tracking system.

All DWD Grant and Contract Recipients will use the property in the project for which it was acquired unless otherwise provided in the grant or agreement or in documents authorizing acquisition. When no longer needed for the original project, all DWD Grant and Contract Recipients must request disposition instructions from the DWD Property Officer.

2. Property management standards for all property will include the following procedural requirements:
  - A. All property with a unit acquisition cost of \$500.00 or more will be marked with a DWD property tag. Information about the property must be provided to the DWD Property Officer and will be entered into Encompass within 30 days of acquisition. Title of such remains with the State of Indiana or the appropriate Federal funding agency. Property tags must be obtained from the DWD Property Officer.

Property with a unit acquisition of \$499.99 or less will not be tracked in Encompass. DWD tags will not be used to mark this equipment. However, all persons to whom this policy is addressed are urged to maintain a spreadsheet application to track this property at the local level. This is a tool to use in the transfer of all property, regardless of cost, in the event of a change in DWD Grant and Contract Recipients.
  - B. A physical inventory is required on an annual basis. The DWD Property Officer will provide a list of property from Encompass to each DWD WorkOne Manager, DWD Administrative Office Supervisor, and DWD Grant and Contract Recipient no later than October 1<sup>st</sup> of each year. The results will be reconciled with the property records and submitted to the DWD Property Officer no later than October 31<sup>st</sup>.
  - C. Any differences determined by the physical inspection and those shown in the accounting records will be investigated by the DWD WorkOne Manager, DWD Administrative Office Supervisor, or DWD Grant and Contract Recipient to determine the reasons for the differences. They will certify a complete inventory from Encompass and submit it to the DWD Property Officer. The inventory must include the name of the person completing the physical inventory and date of submission.



- D. All DWD WorkOne Managers, DWD Administrative Office Managers, the Marion County Workforce Investment Board, Regional Workforce Boards, Regional Operators, and all other Indiana Department of Workforce Development Grant and Contract Recipients should have a plan in place to ensure adequate safeguards to prevent loss, damage, or theft of the property, e.g., storing unused laptops in a secure location. Any loss, damage, or theft of any property, regardless of original cost, will be investigated, fully documented (including a copy of a police report) and reported to DWD Investigations and Security within ten (10) working days of the loss.
  - E. Adequate maintenance procedures should be implemented by all to whom this policy is addressed to keep their property in good working condition.
  - F. Property purchased with Federal funds may not be used in Fee for Service programs to provide services for a fee to compete unfairly with private companies that provide equivalent services.
3. **Disposition of Property** – Upon notification of the end of a program, contract, or grant, disposition instructions must be requested from the DWD Property Officer for all property, regardless of original cost or current value, purchased with funds from the program, contract, or grant.
4. **Disposition of Surplus Property** - The DWD Property Officer must be contacted regarding the guidelines for disposal of **all** surplus property, regardless of cost or value. The Department of Administration establishes these guidelines and requirements, and the DWD Property Officer coordinates with the State Surplus Property Section of the Department of Administration regarding disposal of all surplus property.

**Review Date**

September 1, 2010

**Ownership**

DWD Management Services  
Indiana Department of Workforce Development  
10 North Senate Avenue  
Indianapolis, IN 46204

**Effective Date**

Immediately

**Action**

All DWD WorkOne Managers, DWD Administrative Office Supervisors, and all DWD Grant and Contract Recipients shall be familiar with this policy. Questions or requests for clarification of this policy should be directed to DWD Property Officer, Mike Strain, 317-232-1896 or [mstrain@dwd.in.gov](mailto:mstrain@dwd.in.gov).